

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.7422
A 2061
copy 2

WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

August 11, 1944

DIRECTOR'S MEMORANDUM NO. 69

Fiscal and Budgetary Responsibilities

I. Responsibilities of the Finance Division

With the large volume of varied and complex financial operations that are carried on in the Office of Distribution, it is important that financial activities be properly coordinated and that matters with financial implications be cleared through a central point. These responsibilities have been assigned to the Finance Division.

In the future, all financial aspects of new programs or changes in existing programs which require or affect financial accounting or reporting must be concurred in and be subject to the approval of the chief Fiscal Officer.

In addition, any contact with the Office of Budget and Finance, Treasury, General Accounting Office, Bureau of the Budget, and other Government agencies, in connection with any financial problem, shall be cleared through the Finance Division.

II. Responsibility of Budget and Organization Division for Prior Budgetary Approval of New Or Expanded Programs

To insure adequate coordination between the amount of funds available and the activities undertaken by the Office of Distribution, new or expanded programs and activities which require funds in addition to those currently available to the Branch, Division, or Regional Office, shall be submitted to the Budget and Organization Division for budget approval.

All agreements for the transfers of funds between the Office of Distribution and other Government agencies either within or without the Department shall be cleared through the Budget and Organization Division. No commitment shall be made for transfers or reimbursements without prior approval of that Division. Contacts on budgetary matters with the Office of Budget and Finance, the Bureau of the Budget, and other Government agencies shall be cleared through the Budget and Organization Division.

This memorandum supersedes Director's Memorandum No. 2, Supplement 10, and Director's Memorandum No. 61.

Lee M. Harskell
Director

INDEX ENTRIES:

Administration, General

Fiscal and Budgetary Approval of New or Expanded Programs

Budgetary Approval of New or Expanded Programs

Fiscal Approval of New or Expanded Programs



